SNF COVID-19
NHSN REGISTRATION

Joining CDPH Group and Conferring Rights

May 2020
After your NHSN enrollment is completed and NHSN account activated:

1. Log in to your NHSN account
2. On the Memberships Screen, select GROUP and then JOIN on the NHSN navigation bar
3. Enter the CDPH Group ID:
4. Enter the Group Joining Password
5. Click the JOIN GROUP button

Note: CDPH Group ID and Group Joining password will be provided by CDPH Group Administrator at COVID-19SNFSURVEY@cdph.ca.gov
6. Read the message in the pop-up box and click OK

- A warning message will pop up – facility user must read the message
- Facilities must click the OK button before they can proceed
7. Immediately after joining the CDPH Group, the facility user will be taken to a screen listing the data access requested by CDPH.

8. Make sure the boxes for “COVID-19 View Data” and “COVID-19 CSV Data Upload” are checked.

9. Click “ACCEPT” to confer rights.
Joining group and conferring rights is now completed. The CDPH Group will be added to the list of groups on the Memberships Screen.

- When the template is accepted, data sharing is complete
- Group will be added to the list of Groups the facility belongs to on the Memberships Screen